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Gray Davis
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MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: May 30, 2001

SUBJECT: SAFETY MEETING IDEAS -- JUNE 2001

Suggested issues to discuss during your next meeting are:

1. Monthly Checking of Fire Extinguisher

In order to be prepared in case of a small fire, California Code of Regulations, Title 8 § 6151.(e) (2) requires that portable fire extinguishers be visually inspected monthly. That means that someone is to check each fire extinguisher to ensure that they have not been tampered with and that the gauge is pointing to the "green area" which indicates that it is properly charged. There is a tag on the extinguisher that should be initialed each month by the inspector. Employees should be assigned to specific extinguishers to perform this task. At 1001 I Street, the Property Management Company is responsible to maintain the fire extinguishers.

2. Be Careful About Identity Theft

It's a terrible thing that even a person's identity can be violated. Victims of identity theft must act quickly to minimize the damage. It is very important to keep good notes of all conversations and records of all correspondence with your financial institutions and law enforcement agencies, including a log of the names, dates and telephone number of persons you contacted. You also should confirm the information in writing. Sending your letters by certified mail, return receipt requested, will provide you with a record of your correspondence. The California Attorney General's office offers a helpful guide and helpful telephone numbers for victims of identity theft on their website: <http://caag.state.ca.us/identity.htm>. Basically, you should:

- Report ID theft to major credit bureaus.
- File a police report with the local police where the identity theft occurred.
- Contact all creditors.
- Obtain a free copy of your credit report, monitor it regularly.
- Contest bills that result from identity theft.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

- Notify DMV of misuse of driver's license number.
- Report stolen checks and stop payment immediately.
- Report stolen ATM cards and change passwords immediately.
- For suspected fraudulent change of address, notify the local postal inspector.
- Report misuse of social security number by calling the Social Security Administration.
- For suspected misuse, cancel long distance calling card accounts.
- For missing or fraudulent passports, notify the US State Department.

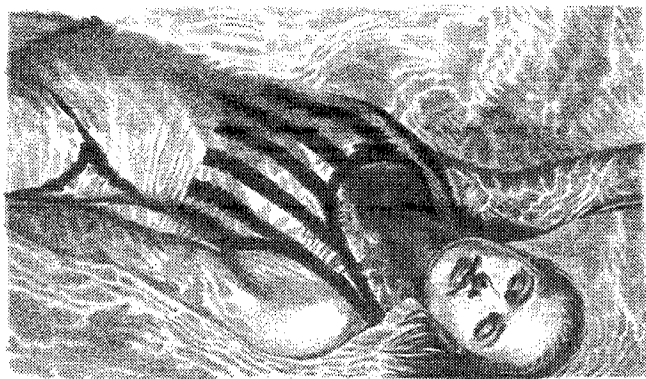
3. Water Dangers

Swimming is healthy and sure beats the heat, but it can also be dangerous. Read the attached brochure "Swimming for Fun and Health" to minimize the risks.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

Swimming for Fun and Health

Swimming is one of the healthiest forms of exercise there is, since it yields aerobic benefits without sudden resistance or excess stresses on the body. It's by far the most popular sporting activity, outstripping even bicycling, bowling, fishing and baseball. However, the flip side of swimming's popularity is that drowning is the fourth leading cause of accidental death. Most people are familiar with the safety requirements of swimming, but, as a memory refresher, these basics bear repeating.



Water Safety for Everyone

With the right equipment and clear communication you can prevent tragedy around pools, at the beach, on a boat or any place swimming is allowed.

- Keep proper emergency equipment by your pool or in your boat at all times. This includes a 12-foot pole as well as a life ring or tube with a line attached to it. (However, don't rely on these devices for children, who tend to thrash about in panic if they don't know how to swim.)
- Never dive or swim in unfamiliar waters. Diving into water that's too shallow or swimming underwater in an unfamiliar area and hitting an obstacle are major causes of crippling head and spinal injuries.
- Use the "buddy system" when swimming or diving.
- If the water seems too cold, get out. Hypothermia (cold shock) can render even good swimmers unconscious in minutes.
- Always be sober when swimming and don't allow any intoxicated people near your pool. (More than half of all serious diving accidents happen when the diver is drinking.)
- Discourage horseplay in the water and encourage safe games, such as water basketball and water volleyball.
- Don't rely on an inflatable object to keep you afloat if you can't swim.
- Stay out of the water during thunderstorms and bad weather; and don't allow electrical appliances near a pool or spa unless they're protected by a ground fault circuit interrupter (GFCI).

Drown-Proofing Your Kids

Drowning is the second leading cause of accidental death in children under the age of 5. Most of these drowning deaths involve children who fall into unsupervised swimming pools. Once the following safety rules are put into practice, you'll breathe easier, and you and your kids should get along swimmingly.

- Keep your swimming pool fenced, and lock any access to it when you're not there. (Your local community may have additional ordinances.)
- Never turn your back on your child when near water.
- Insist that all children wear U.S. Coast Guard-approved personal flotation devices (PFDs, popularly known as life jackets) on boats, whether they can swim or not. Never substitute inner tubes, inflatable rafts or similar devices for life jackets. You can test a PFD's fit by lifting its shoulders while the child is wearing it. If the PFD fits right, the child's chin and ears will not slip through.
- As soon as he or she is old enough, have your child learn how to swim, but never allow children to swim alone, even if they're good swimmers.
- Kids shouldn't be allowed to swim if they're tired or ill or if there's a strong current.
- They should stay within any markers and, just like adults, should know the depth of the water before diving.

Rescuing Someone From Drowning

When someone stops breathing, brain damage can begin within three minutes. Thus, quick action can often save the life of a drowning person. If the shore is far away, breathing assistance should begin while the victim and rescuer are still in the water. If several people are available to help the victim, one can tow him or her toward shore while another gives rescue breathing assistance. It's not necessary to get water out of the lungs. The air the rescue-breather provides will go through any water that may be in the person's lungs. To swim with a drowning person, turn him or her face up in the water, put an arm across the chest and grasp the person under the arm. To learn more about water safety and basic life support, contact your local American Red Cross.